

# Washington County

## Job Description



<b>Title:</b>	Transportation Scheduler/Clerk		
<b>Division:</b>	Administration	<b>Effective Date:</b>	06/10
<b>Department:</b>	Council on Aging	<b>Last Revised:</b>	04/14
<b>Career Service:</b>	PT-Exempt	<b>FLSA:</b>	Eligible

### GENERAL PURPOSE

Performs a variety of **clerical and general recordkeeping duties** as needed to expedite the functions of an assigned Senior Center.

### SUPERVISION RECEIVED

Works under the close to general supervision of the Center Supervisor or the COA Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS (Performs Some or All of The Following)

Handles Dial-A-Ride calls including scheduling, cancellations, and new client requests, performs receptionist duties and provides information of a general nature or refers others to appropriate staff; records documents.

Maintains files and keeps total daily and monthly ridership counts; prepares daily, weekly and monthly changes to bus route lists; computer enters related data; monitors driver routes, answers questions; verifies and monitors client eligibility.

Performs clerical duties such as searching files, filing, sorting and distributing mail, answering telephones, relaying messages, receiving, storing and distributing supplies.

Collects computer data and enters data related to State, Federal and other funding programs; prepares and submits monthly and quarterly reports to appropriate agencies as directed.

Operates computer, printer, copy machine, paper shredder, telephone, fax machine, etc.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent;

AND

B. Two (2) years of general clerical experience;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge Skills and Abilities:

**Working knowledge of** Word and Excel computer programs; record keeping systems and procedures; interpersonal communication skills; general office practices and procedures.

**Ability to** perform routine clerical duties; organize and maintain time schedules; communicate effectively verbally and in writing; operate basic office equipment, computers, perform routine mathematical calculations; establish and maintain effective working relationships with supervisors and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's License and take a defensive driving course offered by Washington County.

Must submit to and pass a criminal background check.

Must take and pass a pre-employment drug test.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and some discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)